

Program Breakdowns

Dawn Starrett – Session Moderator

Reasons for Using Lessons Learned

- Retain tribal knowledge.
- Maintain effectiveness of corrective action plans.
- Reduce number of repeat incidents.
- Identify and share innovative ways to solve problems.
- Emphasize positive experiences, successes and strengths.
- Encourage using information when planning and implementing new projects.
- Demonstrate and promote continuous safety, operational improvement, and cost savings.
- Learn from past experiences.

Using Lessons Learned to Facilitate System Improvements

- Workers and line managers identify experiences, activities, processes, and practices that should be shared.
- Lessons Learned Point of Contact develops and submits lessons learned for distribution.
- Subject Matter Experts review lessons learned for applicability.
- Managers review applicable lessons learned with workers for implementation.
- Managers review historical lessons learned during hazard assessment development.
- Managers incorporate applicable lessons learned information into documentation supporting planning and safe work execution.
- Managers and workers provide feedback to Lessons Learned Point of Contact to assess effectiveness of lessons learned information.

Documenting Lessons Learned

- BN-0016, “Safety Meeting Report”
- BN-0017, “Job Hazard Analysis”
- BN-0185, “Pre-task Hazard Review”
- BN-0318, “Work Planning for Major Projects”
- BN-0319, “Pre-Task Hazard Review/Pre-Job Briefing”
- BN-0716, “Job Site Survey – Tailgate Meeting”
- BN-1056, “Minor Work Planning Worksheet”
- BN-1057, “Planning Checklist”
- BN-1059, “Post Test Work Control”
- BN-1063, “Pre-Job Briefing and Post Job Briefing”

Submitting Lessons Learned Information

- Send information to develop a lessons learned to the Lessons Learned Point of Contact via:
 - Lessons Learned web page (BN Home page – Daily Needs)
 - E-mail to Dawn Starrett (starred@nv.doe.gov)
 - Mailstop NLV007
- Send Lessons Learned Feedback Form (NV-111) to the Lessons Learned Point of Contact to:
 - Document changes in processes that occur because a lessons learned was implemented.
 - Trend lessons learned information and measure program effectiveness.

Obtaining Additional Lessons Learned Information

- Read BN Procedure CD-3200.013, “Lessons Learned.”
- Access the various websites or resources on the BN Lessons Learned web page.
- Contact the Lessons Learned Point of Contact at 295-4297.